

Installation Instructions for 2007 Nursing Services Cost Report

This software is an independent application and does not require you to have any other software available in order to use it. However, you need a Windows operating system.

If any other programs are running, please close them before starting the setup process. This includes anti-virus programs, which can prevent proper software installation.

Note for Windows NT, XP, and 2000 users: *Administrative rights are required to install this software on your machine.* If you do not have administrative rights to perform this installation, the process will not complete successfully. This is an issue only if your machine is connected to an office network, or if your office has software/technical support staff that may have made changes to your machine. If you are unsure whether you have administrative rights, please contact your network administrator or software support group for help to install this software.

Note for Windows 95 users: If you are running Windows 95, you must install *DCOM98.exe* before installing the cost report software. The cost report software will not run without this software. If you have used last year's nursing cost report software, or you know you installed it for some other application, it is not necessary to install it again. DCOM98.exe and its installation instructions can be downloaded from the DHCFP web site. Find the "Nursing Services Cost Report" link and follow the special instructions for Windows 95 users.

Installing the software

If you have not downloaded the software, go to the DHCFP web site and follow the instructions to download the software.

1. Find the file **NSR_2007_zip.exe**, which you downloaded to the folder location **C:\Temp**.
2. Double click NSR_2007_zip.exe to *unzip* (extract) three files to this same folder.
 - a. A window will be displayed with "WinZip self-extractor" in the title.
 - b. The "Unzip to folder" box in this window *must contain the folder location: C:\Temp*. If it does not, click the browse button and select this folder location.
 - c. Click "ok". Then click "Unzip"
 - d. Click "ok" when you see the message stating 3 files were unzipped successfully.
 - e. Click "Close".
3. In this same folder, double-click the unzipped file **setup.exe** to start the installation process. A welcome message screen will then be displayed.
4. Follow the instructions on each screen.
5. When the installation is complete, a message screen will be displayed. Click "Finish" to exit the installation process.

The default directory setting where the software and database are stored is **C:\Program Files\NSCR_2007**. *Do not change this setting.*

You may cancel the installation from any of the message screens by clicking the "Cancel" button.

Messages during the installation process

Please carefully read the messages that each screen presents.

There are three types of error messages which *may* be displayed during software installation:

- 1) **Version conflict.** There can be a problem between the files associated with this application and those already on your machine. You will see a message like "update to a newer file or retain an existing file". Click "ok" to retain the existing file on your computer.

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- 2) A file “failed to register”. If this error message is displayed, click “retry”. If the *same* file fails to register, click “Ignore” to continue with the installation.
- 3) A file “could not be updated”. If this error message is displayed, click “Ok” to continue with the installation.

Running the software

1. Click on the Windows **Start** button.
2. Click **Programs** (or **All Programs** – depending on your operating system).
3. Click **NSCR_2007**.
4. Click on **NSCR_2007** which starts the cost report program.
5. A screen titled **DHCFP Nursing Services Cost Report** is displayed for a few seconds.
6. A screen with the map of Massachusetts is then displayed, where you must select each nursing service program this cost report applies to (TNS, PDN, HHA). This must be done each time you run the program.

Cost Report support

A Help file can be accessed using the **Help** menu item in the application. It provides general information about each schedule. If you have any questions regarding the cost report, call 1-800-609-7232, and ask for assistance regarding the Nursing Services Cost Report.